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State of Alabama  
REAL ESTATE COMMISSION  
Application for Real Estate Broker’s Reciprocal License

Mailing Address: 1201 Carmichael Way • Montgomery, Alabama 36106 • (334) 242-5544

INSTRUCTIONS

- A. **90 Days:** Attach an official “Certificate of Licensure” form (license history) showing you hold a current license in another state. **THIS CERTIFICATION MUST HAVE BEEN ISSUED WITHIN 90 DAYS OF OUR RECEIPT OF THIS APPLICATION.**
- B. **Fees for ACTIVE or INACTIVE license status:** Submit one check made payable to the Alabama Real Estate Commission.
- 1. **License Fee:** \$150.00
  - 2. **Criminal Records Search Fee:** \$25.00
  - 3. **Research and Education Fee:** \$30.00 (If you already hold an Alabama license and this fee was previously paid to obtain this license, do not pay again)
  - 4. **Recovery Fund Fee:** \$30.00 If you paid this fee in order to obtain an active Alabama Salesperson's License, **do not pay it again.**  
Do not include this fee if license is to be issued to inactive status. Submit only at time of license activation.
- C. **In addition to the fees, attach the following:**
- 1. Salesperson’s License. If you currently hold an active Alabama Reciprocal License, have your qualifying broker return it to the Commission with this application.
  - 2. A recent 2" x 2" photograph to top right corner. It must have been taken within the past year.
  - 3. Proof of residency in your state of domicile. Document with ONE of the following: copy of driver’s license, car tag receipt, deed to home, or voter’s registration card.
  - 4. Obtain an Application for Company License from ourWeb site (www.arec.state.al.us) or from the Real Estate Commission and submit with appropriate fees along with this application.
- D. **If your broker’s license will be issued to the same company who holds your salesperson’s license, you may continue to work. If your brokers license will be issued to a different company, you may not engage in business until your broker’s license has been issued. Sending this application certified mail will NOT permit you to work prior to the time the license is issued.**

R•E•L•E•A•S•E

KNOW ALL MEN BY THESE PRESENTS:

I, the undersigned, am licensed by or registered with and/or applicant for licensure by or registration with the State of Alabama Real Estate Commission, hereinafter called AREC, which said entity is charged by law with ascertaining that persons engaged in the real estate business are trustworthy, bear a reputation of honest and truthfulness, and have not been convicted of a felony or any criminal offense involving moral turpitude. The premises considered, I do hereby voluntarily and knowingly expressly waive and relinquish any and all rights, created by or growing from any state or federal law related to or dealing with the right to privacy and/or the confidentiality of any governmental records, files, or information pertaining to me, to which, except for this waiver, I would be entitled. This waiver is specifically intended to protect the Alabama Department of Public Safety, hereinafter called ADPS, and any other governmental entity which may provide information about me to AREC. I hereby expressly authorize ADPS to release and provide to AREC any and all information, records or files pertaining to me and the same shall not be restricted to records which indicate a final conviction of a criminal charge. Finally, in further consideration of the premises, I agree for myself, my heirs, executors, and administrators, that no suit, claim, or legal action of any kind will ever be brought against any ADPS official or personnel for having provided AREC with any files, records, or data pertaining to me.

Legal Signature of Applicant: \_\_\_\_\_ Dated: \_\_\_\_\_

Applicant’s Social Security Number: \_\_\_\_\_

(NOTE: PLEASE PRINT ALL ANSWERS IN INK OR USE TYPEWRITER)  
All questions must be answered fully. Failure to do so will result in delay and/or denial of your application.

1. (a) Full Name: (Mr./Mrs./Ms.) \_\_\_\_\_ Home Phone: \_\_\_\_\_  
(b) Name as it should appear on license: \_\_\_\_\_
2. Residence Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
3. Mailing Address: \_\_\_\_\_
4. E-mail Address: \_\_\_\_\_
5. Presently Employed By: \_\_\_\_\_ Phone: \_\_\_\_\_
6. Date of Birth: \_\_\_\_\_ (MUST BE AT LEAST 19) Race: \_\_\_\_\_ Sex: \_\_\_\_\_  
Month Day Year
7. Name your state of residence: \_\_\_\_\_ Length of Residence: \_\_\_\_\_
8. Are you a citizen of the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No If not, provide permanent residence (green card) number \_\_\_\_\_
9. Have you ever been denied a real estate license or has a real estate license held by you ever been revoked? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If so, attach explanation on separate sheet of paper giving details and dates.
10. The following questions do not refer to arrests or convictions as a juvenile or youthful offender. The information requested is limited to felonies and crimes involving moral turpitude. Examples of moral turpitude are shoplifting and worthless checks. HAVE YOU EVER BEEN:
- |                                      |                    |                          |                    |
|--------------------------------------|--------------------|--------------------------|--------------------|
| (a) Arrested?                        | _____ Yes _____ No | (d) Fined?               | _____ Yes _____ No |
| (b) Indicted?                        | _____ Yes _____ No | (e) Imprisoned?          | _____ Yes _____ No |
| (c) Convicted of a criminal offense? | _____ Yes _____ No | (f) Placed on Probation? | _____ Yes _____ No |

IF YES TO ANY OF THE ABOVE, GIVE COMPLETE EXPLANATION ON ADDITIONAL SHEET AND ATTACH TO APPLICATION

11. IF YOU ARE NOT A RESIDENT OF THE STATE OF ALABAMA, you must agree to and sign the following:

I, as a nonresident applicant for a real estate license and as a licensee, agree that the Alabama Real Estate Commission shall have jurisdiction over me in any and all of my real estate related activities the same as if I were an Alabama resident licensee. I agree to be subject to investigations and disciplinary actions the same as Alabama resident licensees. Further, I agree that civil actions may be commenced against me in any court of competent jurisdiction in any county of the State of Alabama.

I hereby appoint the Executive Director or the Assistant Executive Director of the Alabama Real Estate Commission as my agent upon whom all disciplinary, judicial, or other process or legal notices may be served. I agree that any service upon my agent shall be the same as service upon me and that certified copies of this appointment shall be deemed sufficient evidence and shall be admitted into evidence with the same force and effect as the original might be admitted. I agree that any lawful process against me which is served upon my agent shall be of the same legal force and validity as if personally served upon me and that this appointment shall continue in effect for as long as I have any liability remaining in the State of Alabama. I understand that my agent shall, within a reasonable time after service upon him or her, mail a copy of the service by certified mail, return receipt requested, to me at my last known business address.

I agree that I am bound by all the provisions of the Alabama Real Estate License Law the same as if I were a resident of the State of Alabama.

Legal Signature of Applicant \_\_\_\_\_

CHECK ONE OPTION:

Issue license to:      \_\_\_\_\_ **Active Status**      \_\_\_\_\_ **Inactive Status**

- If license will be issued to inactive status, do not complete the following section. Proceed to Affidavit.

ALABAMA BROKER, OR RECIPROCAL BROKER APPLICANT, UNDER WHOM YOU WISH TO BE LICENSED **MUST** COMPLETE THE FOLLOWING:

“In my opinion this applicant is honest, trustworthy and of good reputation, and I hereby accept responsibility of any actions of this licensee under the provisions of the Alabama Real Estate License Law.”

1. Alabama Company Name (as appears on license) **OR** Name of company to be registered in Alabama (company not required to be physically located in Alabama):  
***NOTE:*** Obtain an Application for Company License from our website (www.arec.state.al.us) or from the Real Estate Commission and submit with appropriate fees along with this application.

2. Alabama License Number (PLEASE STATE ACCURATELY) \_\_\_\_\_  
(If registering a new company, number will be assigned)

3. Company Address (Physical location) \_\_\_\_\_  
City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

4. Mailing Address: \_\_\_\_\_

5. E-mail Address: \_\_\_\_\_

6. Company Telephone Number \_\_\_\_\_

7. Alabama Qualifying Broker's Signature \_\_\_\_\_ and Social Security Number \_\_\_\_\_  
**FOR QUALIFYING BROKERS ONLY:** I understand and agree that if my place of business is in Alabama, I may not have any Alabama licensees under me, unless I am in a position to actually supervise them on a full-time basis as required by law. Simply put, my licensees and I must be in the same place

Sworn to and Subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.  
\_\_\_\_\_  
Notary Public

AFFIDAVIT

**INSTRUCTIONS:** This affidavit must be completed, signed, notarized and returned as a part of your application for either a reciprocal broker or salesperson license whether active or inactive.

STATE OF \_\_\_\_\_  
CITY OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_  
NAME OF APPLICANT \_\_\_\_\_

being duly sworn, deposes and says I am the applicant named above and, I have read the application with the answers noted thereon. The answers are true to my knowledge, except as to any matter stated to be upon information and belief, and as to such matter I believe it to be true, and I personally signed this affidavit. I further verify that I knowingly and willingly signed the release statement contained on the first page of this application form. I give permission to the staff of the commission to have access to such education, employment, law enforcement, and other records as are necessary to verify or contradict the information I have provided.

- I have read and I understand the Alabama Real Estate License Law and Alabama Real Estate Commission Rules. I will comply with their provisions, including:
- ☐ Meeting continuing education requirements at license renewal time by submitting proof of completion of Alabama approved courses or supplying a copy of my active license in another state.
  - ☐ Complying with all requirements for license renewal because my license expires on the date shown on my license certificate.
  - ☐ Complying with requirements for change of business or home address.
  - ☐ Complying with license change (transfer) procedures.
  - ☐ Complying with RECAD.

I understand this list does not include all the provisions and requirements of the law and rules as they apply to me, but these are most commonly missed by reciprocal licensees.

(Signed) \_\_\_\_\_  
Legal Signature of Applicant

Sworn to and subscribed before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.  
(day) (month) (year)  
\_\_\_\_\_  
Notary Public